

For Pilot Only:

Please note that all documentation and procedures are subject to change throughout the VA EIMS Pilot.

**VIRGINIA DEPARTMENT OF EDUCATION
EDUCATIONAL INFORMATION MANAGEMENT SYSTEM (EIMS)**

SECURITY PROCEDURES

***Establishing User Roles and Responsibilities &
Obtaining User IDs and Passwords***

1. Division Pilot Project Manager retrieves the following documents from the VDOE EIMS Pilot website (<http://www.pen.k12.va.us/VDOE/Technology/EIMS.html>):
 - a. Confidentiality Statement
 - b. School-Division Security Setup Document
2. Division Pilot Project Manager forwards Confidentiality Statement to all potential users.
3. Each user signs the Confidentiality Statement, then faxes or mails the signed form to the EIMS Division Pilot Project Manager, who will maintain a record of this confidentiality statement as well as the system access and authority level of each user.
4. Upon receipt of signed Confidentiality Statement from users, Division Pilot Project Manager:
 - a. Completes columns A, B, C, D, and E of the School-Division Security Setup Document
 - b. Stores faxed or hard-copy of Confidentiality Statements locally
5. Division Pilot Project Manager signs the School-Division Security Setup Document and faxes the signed copy to **PEM VA EIMS SECURITY** at 319-358-4353 by **Thursday, April 15th**.
6. Division Pilot Project Manager must also email the completed School-Division Security Setup Document to **reportingsolutions@pearson.com** by **Thursday, April 15th**.
7. PEM will place User IDs and Passwords in the Division Pilot Project Manager's School-Division Security Setup Document (columns F and G) and email it back to the Division Pilot Project Manager within three days of receiving both the emailed and signed/faxed versions of the School-Division Security Setup Document.
8. PEM will forward User IDs and Passwords, in separate emails, to users directly.
9. If student loads go as planned, the system will be available to users during the **week of April 19th** for file management.